

MEMORANDUM FOR: Staff and Division Chiefs, Office of Personnel

SUBJECT: Briefing Materials for Survey Task Force

1. In accordance with memorandum from the Deputy Assistant Director for Personnel, subject as above, dated 8 July 1954, the Planning and Analysis Staff has developed an outline for the "Black Book" presentation to be used in briefing the Survey Task Force. Responsibility for the preparation of this material is indicated on the attached outline.

2. A general requirement from each Staff and Division will be the preparation of accomplishments and objectives information listed in section 5-a of the outline. Coordination of this material and the preparation of the summary listed in 5-b will be the responsibility of this Staff. A separate outline has been prepared for section 5-c to assist in insuring uniformity of presentation of this information. Questions concerning this outline should be referred to the Planning and Analysis Staff. Drafts should be completed by noon, ~~25 July 1954~~ *asap*

3. This request and the other special requirements to be placed on particular Staffs and Divisions in connection with other items are necessarily on a priority basis. As you know, PAS must assemble a complete draft for the Assistant Director for Personnel by 15 July. Your assistance and cooperation in meeting this deadline will be appreciated.


Chief, Planning and Analysis Staff

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Attachments

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5c

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OUTLINE OF

BLACK BOOK PRESENTATION FOR SURVEY TASK FORCE

Section	Responsibility	Stage of preparation by 14 July 54
1. Mission of the Office of Personnel	PAS	Final draft
2. Organization and functions of the Office of Personnel	PAS	Final draft ✓
3. Biographical sketches for key personnel of OP	POD	Final draft
4. Delegations of authority	PAS (in collaboration with all Staffs and Divisions)	Final draft ✓
5. Personnel Program		
a. History since 1947: centralized vs. decentralized program; organization, etc.	PAS	Outline
b. General accomplishments and objectives (summary of 5-c below)	PAS	Outline
c. Accomplishments and objectives by Staff and Division (see separate outline attached)	Each Staff and Division; coordination by PAS	Outline
(1) PAS		
(2) SCARS		
(3) CSS		
(4) PPD		
(5) POD		
(6) KSD		
(7) PRT		
(8) G&D		
(9) MPD		
(10) IAB		
6. Agency Personnel Statistics	PAS	Outline
a. Strength and distribution: by organization, by grade; turnover and		

6. Agency Personnel Statistics
(continued)

of positions; supergrades;
average grade and salary;
in process loss, etc.

- b. Biographical statistics
- (1) Vital: age, sex, race,
veteran status, etc.
 - (2) Qualifications:
education, language
skills, area experi-
ence, etc.

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OUTLINE FOR PART 5-c

The description of accomplishments and objectives for each Staff and Division should be developed according to the following outline:

1. Accomplishments and significant developments during Fiscal Year 1954:

This section should include important accomplishments and significant program changes since 1 July 1953. Changes prior to July 1953 in particular activities currently the responsibility of the Division or Staff concerned should be included if they reflect significant changes in the personnel program from an Agency point of view. (Examples: exemption from the Classification Act of 1949, establishment of Personnel Procurement Division, P.L. 110 appointment authority, etc.) Workload data (examples: personnel actions processed, position audits and surveys conducted, exit interviews conducted, departees processed, work projects completed in IAB, etc.) and cost data (examples: recruitment cost per EOD, amount spent for advertising, testing, cost of supporting insurance program and credit union activity, etc.) should be included in the text whenever possible.

2. Status of current program activity:

This section should report the present status of various activities and operations carried out by the Staff or Division concerned. Particular emphasis and explanation should be given on those activities which are not ordinarily performed in the Personnel Office of a Federal agency (examples: IAB, testing, central processing, special contracting, etc.)

3. Program outlook:

This section should outline general program plans for the future with special emphasis being given to problem areas and plans for working them out. (Examples: solution of returnee assignment problem, utilization of military personnel, manpower mobilization, etc.)